

State of Tennessee
Sourcing Event 34101-11420

Department of Military

Emergency Generator; Quarterly/Annual Preventative Maintenance/Inspection Repairs/Service Specifications

Complex: 1. Armed Forces Reserve Center, Mt Carmel, Tennessee

Cooling System Maintenance and Load Bank Testing on the following:

1. **Generac Emergency Standby Generator –Model # 11584200100 Type: SG0200KG13133N18HPYYE Serial: 2104928**
2. **Generac Automatic transfer Switch 300 Amp – Serial # 101265 Model # 11584200300**
3. **Generac Automatic transfer Switch 100 Amp – Serial # 101264 Model # 11584200200**

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I. Scope:

A. Scope of Service:

To provide services that includes Quarterly and Annual Inspections, Load Bank Testing, Preventative Maintenance, Inspection and Repairs of Emergency Standby Generator. Services shall be performed in accordance with the requirements of the National Electric Code, and the recommended procedures of the Event 34101-11420 – MT Carmel

equipment manufacturer.

B. Building (s):

The building (s) identified in reference to this contractual agreement are as follows:

1. Armed Forces Reserve Center, 399 HWY 11 MT Carmel, TN 37645

C. Facility Administrator:

The facility administrator is charged with the administrative duties and responsibilities to provide a safe, clean and secure environment for tenants and visitors while on state property.

Mike Helms, Department of Military
Houston Barracks
3041 Sidco Drive, Nashville, TN. 37204
Telephone# 615-313-0742

D. Inspection and walk through:

It is recommended that prospective suppliers attend a scheduled inspection and walk-thru presentation in order to inspect the premises and familiarize themselves with conditions of existing systems and buildings prior to submitting a bid. Failure to attend such meeting will not relieve Contractor from liabilities incurred in the event of default in contract agreement.

Scheduled inspection and walk-thru:

1. POC for walk-thru: Chris Vannoy, 423-256-7744
2. Date: Thursday, March 5, 2020
3. Time: 2:00 PM EST

Location:

1. Armed Forces Reserve Center 399 HWY 11 MT Carmel, TN 37645

Note: Prior to scheduled inspection and walkthrough date, if there are any questions concerning the site visit, please contact the facility administrator, Mike Helms, 615-313-0742, all procurement contact solicitation coordinator, Sharon Pope 615-741-9588 or Sharon.pope@tn.gov.

II. Supplier/Contractor requirements:

A. Contractor qualifications:

Criteria for supplier/Contractor qualifications are defined by these specifications and terms and conditions of the solicitation.

B. Contractor requirements and responsibilities:

1. The Contractor awarded this maintenance agreement is to have an established and qualified full-time service staff authorized and qualified to service Generac and Onan generator sets and its components and shall receive and dispatch service technicians upon request of the facility administrator.
2. The Contractor shall provide cell phone numbers of personnel to contact on an as needed basis for Event 34101-11420 – MT Carmel

“emergency” and “non-emergency” service calls. The use of an outside answering service or voice mail system (i.e., answering machine/recorder) is NOT acceptable to the state as a contact for these situations.

3. Contractor shall furnish a written report to the facility administrator upon conclusion of each visit and specify whether the visit is an “emergency” or “non-emergency” service call. All repairs or replacement parts must have prior written approval of the facility administrator prior to commencing or replacing.
4. All visitations by service technicians shall be logged onsite as to date and time (i.e., time in and time out) by facility security personnel, facility administrator or authorized representative. It is required that all service technicians personally sign-in and sign-out to verify their presence and length of stay at the facility.
5. The Contractor shall be responsible for furnishing all materials, expendable supplies included, but not limited to: oil, filters, rust inhibitors, coolants, etc. as specified in the schedules for annual service and quarterly service inspections at no additional charge to the State. Any item checked needing repair or replacement and not listed as vendor supplied in the annual/quarterly inspections will require the prior written approval of the facility administrator and will be supplied as defined in Section (IV.c).
6. The Contractor shall furnish a completed written report to the facility administrator, or designee, after each inspection and, where applicable, will be required to file same with insurance or other authorities as designated by the facility administrator.
7. The Contractor awarded this maintenance agreement shall perform warranty repairs on Generac and Onan generator sets and their components while generator is in the manufacturer’s warranty period.

In performance of service, and in compliance with the specifications of this Contract, the Contractor shall place the highest priority on energy conservation and shall coordinate all activities with the facility administrator for the most economical operation of building equipment, machinery and systems.

C. Insurance requirements:

Criteria for insurance and liability coverage requirements are defined by terms and conditions of the solicitation.

III. General specifications and special requirements:

A. Definitions:

1. "Regular Time" -Refers to conditions whereby services required at times other than the regular scheduled quarterly and annual inspections. These conditions may exist during normal business hours of 8:00 A.M. to 4:30 P.M., Monday through Friday in time zone where work is performed, excluding holidays and charged at "regular time" rates.
2. "Premium Time" -Refers to conditions whereby services are required at times other than the regular scheduled service. Time Zone where work is performed. These conditions may exist during and/or after normal business hours of 4:31 P.M. to 7:59 A.M. Monday through Friday, including weekends and/or holidays and charged at "premium time" rates.

B. General specifications/requirements:

The omission of detailed specifications does not limit the quality of services to be provided and only the best commercial practices are acceptable. The Contractor shall comply with the National Electrical Code Guidelines and Requirements and shall be regularly engaged in the business of providing the service (s) requested herein, and the inspection, testing, service, and repairs will be performed in accordance with requirements as outlined by the National Electrical Code and according to recommendations of the

manufacturer.

1. The inspection, preventative maintenance testing and repairs will be performed in accordance with the requirements of the National Electric Code and any applicable state and local codes, and in accordance with the procedures recommended by the manufacturer of the equipment. This service is not limited to an inspection and testing only, but will include maintenance, repairs, alterations and replacement of parts.
2. Contractor will visit installation on an annual and quarterly basis and perform specified services on dates mutually determined and agreed on between the facility administrator and the Contractor, to inspect, service, test, and repair emergency standby generator system as specified in this agreement.

The following items shall become a part of the specifications for the preventative maintenance Contract on the following equipment:

1. Generac Emergency Standby Generator –Model # 11584200100 Type: SG0200KG13133N18HPYYE Serial: 2104928
2. Generac Automatic transfer Switch 300 Amp – Serial # 101265 Model # 11584200300
3. Generac Automatic transfer Switch 100 Amp – Serial # 101264 Model # 11584200200

Contractor is required to make one (1) annual preventative maintenance service call, one (1) annual load test service call and three (3) quarterly preventative maintenance service calls to the site per year as a minimum requirement.

C. Annual service:

1. Fuel system:

- A. Check fuel level in fuel tank
- B. Check operation of day tank
- C. Check fuel gauge
- D. Check operation of fuel low level circuits
- E. Check for water in fuel tank and main tank and pump off if necessary
- F. Change fuel filters and check for leaks
- G. General inspection of all components

2. Lubricating system:

- A. Check for proper oil level and pressure
- B. Check engine for oil leaks
- C. Change crankcase oil and engine oil filters
- D. Take and analyze oil sample

3. Cooling system:

- A. Check coolant level and antifreeze protection and change filter (s)
- B. Check condition of hoses and fan belts
- C. Check radiator for obstructions and clean if necessary
- D. Check jacket water heaters for proper operation
- E. Check for coolant leaks
- F. Lube fan drive

- G. Add cooling system conditioner if needed
- H. Check and record operating temperature. Verify that operating temperature is in the correct parameters
- I. Externally check coils for cleanliness

4. Exhaust system:

- A. Check condition of exhaust system
- B. Check rain cap

5. Air intake system:

- A. Check air inlet piping for possible leaks
- B. Check air service indicator while engine is running
- C. Check air cleaner and change filter (s)
- D. Check turbocharger for bearing wear and leakage
- E. Check exhaust restriction

6. Control system:

- A. Check operation of all gauges and meters
- B. Check operation of all controls
- C. Check shutdown and pre-alarm system
- D. Check startup system
- E. Check annunciator panel

7. Engine electrical starting system:

- A. Clean batteries and cables
- B. Check for proper connections
- C. Add water to batteries to maintain electrolyte levels
- D. Check battery voltage
- E. Check for proper operation of battery charge

8. Generator:

- A. Check main circuit breaker for proper operation
- B. Check intake and exhaust areas for obstructions and clean if necessary
- C. Check voltage regulator for cleanliness
- D. Compare generator output voltage to commercial voltage

9. Automatic transfer switch:

- A. Check cubicles for cleanliness
- B. Check indicating lights
- C. Check for proper operation of transfer switch including proper sequence of times, if possible.

10. General:

- A. Check for unusual conditions such as deterioration, vibration, leakage, high surface temperature or noise
- B. Run generator under load if possible
- C. Record all readings and file with the facility administrator
- D. Notify facility administrator of recommendations for additional service and/or repair work

Note: Verify selector switch in automatic, battery charger on, circuit breaker closed.

Note: Contractor shall supply all equipment, expendable supplies, parts, etc. necessary to perform specified
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annual service.

D. Quarterly service:

1. Fuel system:

- A. Check fuel level in day tank and main tank
- B. Check operation of day tank
- C. Check fuel gauge
- D. Check operation of fuel low level circuits
- E. Check for water in day tank and main tank

2. Lubricating system:

- A. Check for proper oil level and pressure
- B. Check engine for oil leaks
- C. Take and analyze oil sample

3. Cooling system:

- A. Check coolant level and antifreeze protection
- B. Check condition of hoses and fan belts
- C. Check radiator for obstructions
- D. Check jacket water heater for proper operation
- E. Check for coolant leaks
- F. Lube fan drive
- G. Check coils for cleanliness

4. Exhaust system:

- A. Check condition of exhaust system
- B. Check rain cap

5. Air intake system:

- A. Check air inlet piping for possible leaks
- B. Check air service indicator while engine is running
- C. Check air cleaner
- D. Check turbocharger for bearing wear and linkage

6. Control system:

- A. Check operation of all gauges and meters
- B. Check operation of all controls
- C. Check shutdown system and pre-alarm system
- D. Check startup system

7. Engine electrical starting system:

- A. Clean batteries and cables
- B. Check for proper connections
- C. Add water to batteries to maintain electrolyte level
- D. Check battery voltage
- E. Check for proper operation of battery charge

8. Generator:

- A. Check main circuit breaker for proper operation
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- B. Check intake and exhaust areas for obstructions and clean if necessary
- C. Check voltage regulator for cleanliness
- D. Compare generator output voltage to commercial voltage

9. Automatic Transfer Switch:

- A. Check cubicles for cleanliness
- B. Check indicating lights
- C. Check for proper operation of transfer switch including proper sequence of times, if possible

10. General:

- A. Check for unusual conditions for vibrations, deterioration, leakage, high surface temperature and noises
- B. Run generator under load if possible
- C. Record all readings/file with facility administrator
- D. Notify facility administrator of recommendations for service and/or repairs

Note: Verify selector switch in automatic, battery charger on, circuit breaker closed.

Note: Contractor shall supply all equipment, supplies, parts, etc... necessary to perform specified annual service.

E. Repair service:

1. Any repairs to the systems herein referred to, outside of the annual/quarterly inspections, testing and repairs must be prior approved in writing by the facility administrator. Issuance of Purchase Order authorizing services must be submitted.
2. Suppliers are to visit the job site to familiarize themselves with conditions of the building, and systems and their component parts before submitting a bid.
3. All repairs are to be prior approved in writing by the facility administrator before starting the repairs. After the completion of repairs to the generator systems, the Contractor and the facility administrator will inspect the completed work performed by the Contractor.

4. Service calls: Non-Emergency and Emergency

Annual and quarterly maintenance/service calls shall be scheduled at regular intervals with the facility administrator. Contractor is to respond on-site within twenty-four (24) hours to "as called, non-emergency" as determined by the facility administrator requests for service.

Due to the critical nature of this facility, Contractor will be required to respond on-site within four (4) hours to emergency calls and shall provide the facility administrator with a telephone number for after hours emergency calls.

5. "Trip charges" (where applicable):

Trip charges are limited to a single charge per round trip and per given work order. Trip charges as bid are to include all associated expenses (i.e., personnel, vehicle, fuel, etc.). Return trips due to incomplete or unsatisfactory work will be limited to a single trip charge. The quarterly/annual inspections/services and Bank Testing Services are excluded and are to be included in the bid price for same. Any job requiring more than two working days may be subject to additional trip charges. The Contractor may request written approval for an additional trip charge from the Facility Administrator. The technician hourly rate for service calls, excluding Quarterly/Annual Inspection and Bank Testing Service, begins when the technician arrives at the job site and work begins.

6. Each supplier is put on notice that system integrity shall be maintained by using manufacturer parts, manufacturer-approved parts, or equal, as per the brand (s) listed.

E. Load bank testing:

Load bank testing at the agency request to be performed by the successful supplier annually will require the supplier to perform a six (6) hour load bank test with the use of a portable load bank to be furnished by the Supplier/Contractor.

IV. Invoice information:

A. Building (s)/jobsite

Armed Forces Reserve Center, Mt Carmel, Tennessee

B. Invoice

Invoices (i.e., original copy) are to be itemized for services performed and submitted to the following:

Military.Invoices@tn.gov or
Tennessee Army National Guard
3041 Sidco Drive, Dock 154
Nashville, TN 37204-1502

Supporting documentation where applicable shall accompany each invoice. Lunch and breaks are to be excluded from rate charges for reimbursement. All invoices shall correspond with the sign in/sign out register by hours listed.

A service voucher and/or job ticket shall be left at job site documenting man hours, supplies, materials and equipment used. This service voucher/job ticket shall be required as supporting documentation as to service performed and to assist in expediting payment upon receipt of an invoice.

The supplier shall submit as backup documentation a copy of the original purchase invoice(s) as proof of cost for parts, materials, supplies and equipment. This backup documentation must accompany the invoice in order for the agency to process payment. If the Supplier/Contractor cannot produce a copy of the original purchase invoice as proof of cost, the state may verify current market value and if necessary, adjust the invoice to reflect fair market price.

C. Repair parts

All parts, materials, supplies and equipment, excluding parts and expendables included in quarterly and annual inspections, will be billed at Supplier/Contractor's cost, minus any applicable sales or use tax pursuant to Tenn. Code Ann. Section §67-6-329, plus fifteen percent (+15%). Reference Standard Term & Condition titled "Proof of Cost for Parts, Materials, Supplies and Equipment".